

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS

Supply of Grocery Items, Fresh Meat & Egg, Vegetables, Fruit and Dairy Products to the Guest House, Central University of Tamil Nadu, Thiruvarur



Central University of Tamil Nadu
Thiruvarur – 610 005
Tamil Nadu, India

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure> or epublish app. The tender can also be downloaded from the University web-site <http://www.cutn.ac.in/tenders>. The bid is to be submitted either through online through the same portal or hard copy may be submitted in a sealed cover clearly super-scribing it as “Application for Empanelment of Vendors for Supply of Grocery Items, Fresh Meat & Egg, Vegetables, Fruit and Dairy Products to the Guest House, Central University of Tamil Nadu, Thiruvarur up to the last date and time of submission of tender.

Details of Tender:

1	Tender Notification No	CUTN/PUR/2025-26/31
2	Name of the component	Supply of Grocery Items, Fresh Meat & Egg, Vegetables, Fruit and Dairy Products to the Guest House, Central University of Tamil Nadu, Thiruvarur
3	EMD Amount	Rs.5,000/-
4	Date of Online Publication / Download of Tenders	13.03.2026 @ 2.00PM
5	Bid submission start date & time	13.03.2026 @ 2.15PM
6	Bid submission close date & time	06.04.2026 @ 3.00PM
7	Opening of Bid	07.04.2026 @ 3.00PM

Empanelment of Vendors for Supply of Grocery Items, Fresh Meat & Egg, Vegetables, Fruit and Dairy Products to the Guest House, Central University of Tamil Nadu, Thiruvavur

Central University of Tamil Nadu invites an open offer for “**Empanelment of Vendors for supply of Rice, Oil, Grocery items, fresh Meat and Egg, Vegetables & Fruits, Water Bottle, Frozen Food Items and Milk & Milk Products to the Guest House of Central University of Tamil Nadu, Thiruvavur.**”

Vendor may apply for any/all category of the items as mentioned below:

Category of Items

The following are the category of items for which vendor registration/enrollment is called for. A bidder can apply for registration/enrollment for supply more than one category of items, if he possess valid licenses/registration for that category.

1. Rice
2. Oil
3. Groceries
4. Vegetable & Fruit
5. Fresh Meat and Egg
6. Milk & Milk Products
7. Water bottle
8. Frozen Food Items

Interested bidders are requested to submit the application in a sealed cover on or before 06.04.2026 **at 3.00 pm.** Mere submission of application does not guarantee acceptance by CUTN for enrollment/empanelment/registration.

The applications will be scrutinized by this University. Communication will be sent to the successful vendors who have been accepted by the University for their enrollment/empanelment/registration. The registered vendors need to participate regularly in the monthly / yearly tenders.

CUTN has the right to accept or reject any application without assigning reason whatsoever. The decision of this University is final and binding in this regard.

1. Eligibility Criteria

The Bidder must have its Registered Office in Thiruvavur or adjacent districts. Proof of address must be enclosed in support of his claim with Technical Bid.

1. The Bidder must possess GST Registration Certificate.
2. The Bidder must possess PAN Card.
3. The Bidder must possess relevant Trade License. A
4. The bidders should submit EMD of Rs.5,000/- along with bid document in the form of Demand Draft in favour of Central University of Tamil Nadu, payable at Thiruvavur. The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category

(Self-attested copy of above documents should be enclosed along with Bid Document.).

Period of Empanelment: The validity of empanelment will be for **one year** from the date the date of issuance of empanelment letter. The same may be further extended for a period of one year depending on performance of the empanelled product.

Schedule of Requirement: A tentative schedule of monthly requirements of Grocery Items are provided in ANNEXURE-I of this document. Actual requirements may be different to that in ANNEXURE-I.

2. GENERAL TERMS AND CONDITIONS

- a. Tender should be submitted in a sealed cover, super scribed the Tender Enquiry No, Date and Description on the top of the cover and addressed to the Registrar, Central University of Tamil Nadu, Neelakudi, Thiruvavur – 610005 well in advance before the tender submission date as indicated in the tender enquiry.
- b. Tender should be sent by Registered Post / Speed Post / Courier/ through eprocurement portal..
- c. **Performance Security:** EMD of successful bidder (empanelled supplier) will be converted as the security deposit.
- d. The successful tenderer shall report at 08.00 AM and complete the delivery of grocery at the Guest House on the schedule date before 12.00 Noon.
- e. The empanelled bidders should provide quote for every month at fixed rate for the items mentioned at Annexure –I for the Rice, Oil, Grocery items, fresh Meat and Egg, Vegetables & Fruits, Water Bottle, Frozen Food Items and Milk & Milk Products to be supplied. The rate should include transport, handling, packing, gunny bag cost, profit margin and all taxes etc. inclusive of free delivery of items at Guest House, CUTN. The rates quoted for brand specified items should not be more than the MRP at any cost.
- f. Purchase orders will be issued on monthly basis or as per requirement and the vendor shall ensure delivery of materials within the specified delivery date (maximum 3 days from the date of placement of each purchase order). Purchase order will be issued based on the lowest rate quoted by the suppliers on need basis.
- g. The delivery is to be made at Guest House, CUTN. The quantity to be delivered to the Guest House will be informed at the time of ordering in the Proforma Purchase Order, Delivery should be made as per PPO any excess materials brought inside the Stores will not be returned at any cost.
- h. The successful tenderer shall also arrange his own transport, Manpower for delivery of the items. The vehicle should have all the statutory documents including pollution clearance certificate. Weighing will be done in the premises of Guest House, CUTN using the weighing balance of Guest House. Type of weighing for any particular supply will be decided by the Officer In-Charges (Guest House). The supplier shall unload the entire quantity for weighing and after weighing keep the items inside the Store room. This only completes the process of delivering the supply of grocery at Guest House.

- i. It shall be the responsibility of the successful tenderer to weigh/count the items properly and count the bundles also before loading at their end for supply to Guest House, CUTN. Delivery challan / Credit bill in triplicate should accompany the supply.
- j. The supply should be made in standard jute gunny / food grade plastic packing/ Tin only.
- k. Items not conforming to the standards of “Prevention of Food Adulteration Rules 1955” and quality/brand specifications mentioned against each item will be rejected outright. In case of any other defective in supply, the full quantity is to be replaced by the successful tenderer immediately and then only the rejected stocks will be returned.
- l. In case of failure in supplying the grocery as well as replacement in time, difference including transport & handling charges if any in the price procured by CUTN in the open market to meet the urgent requirements of such occasions, shall be recovered from the pending bills of the successful tenderer.

PAYMENT TERMS:

- m. Normally payment against consolidated monthly bills submitted by the supplier will be made within 45 days through the RTGS/NEFT directly to the vendor’s bank account for the supply made by the supplier to Guest House at the discretion of CUTN
- n. Payment will be made against net weight only. Weight of packing materials viz., Gunny bag, Tin, Carton box, Plastic bags etc., shall not be included for payment purpose even if the rate quoted is as per Kilogram basis. All the packing materials as referred above in which deliveries are made will be retained by CUTN on acceptance of items delivered in such containers.
- o. Net weight of gunny bags that are normally used are reckoned as follows for the purpose of weight calculation. 1 Kg, 0.75 Kg, 0.50 Kg and 0.25 kg.
- p. Where any deviation is made in supply against the traditionally understood gross weight of the item supplied, the vendor shall mention such deviation in the delivery challan to enable the office personnel to take cognizance of such deviation, ascertain the facts and allow payments accordingly.
- q. Any other container belonging to the vendor and deemed to be returned shall be entered at the security gate to enable the security personnel witness the outward movement of such containers from the Guest House premises of CUTN.
- r. The decision of University in awarding the contract is final and University reserves the right to reject any or all tenders without assigning any reasons.
- s. Price quoted will be valid for the respective month or period for which tender is called for.
- t. Late offer after the submission date and time will be rejected.
- u. The rate shall be quoted only for the brand specified or quality specified against each items and for the unit of measurement specified for each item. Rates which do not comply with these conditions will not be considered.

Submission of Application for Registration/ Enrollment:

- v. Please sign on all the papers and enclose it along with your application. Application for registration/enrollment should be submitted in your official Letter head (the model format enclosed) in a cover, super scribed the EOI No, Date and Description on the top of the cover and addressed to the Registrar, Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610 005 well in advance before the tender submission date as indicated in the tender enquiry.
- w. Liquidated Damage Clause: If a firm accepts an order and fails to execute the order, in full or part, as per terms and conditions, stipulated therein, it will be open to the University to recover liquidated damages from the firm at the rate of 0.5% of the value of the undelivered goods per week or part thereof, subject to a maximum of 10% of the value of the undelivered goods. It will also be open to the University alternatively, to arrange procurement of the required stores from any source, at the risk and expense of the firm.
- x. Arbitration Clause: In the event of any dispute or difference arising out of or in connection with the tender, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the Indian Arbitration and Conciliation Act, 1996. It shall be subject to Thiruvarur Jurisdiction only.
- y. The Institute reserves the right to cancel the tender at any time without assigning any reasons whatsoever thereof. While rejecting/recalling tenders, the authority must record clear, logical reasons for any such action on the file

APPLICATION FOR VENDOR REGISTRATION/ENROLLMENT

To
The Registrar,
Central University of Tamil Nadu,
Thiruvarur – 610 005

Sir,

Sub: Application for Registering as Vendor for Supply of various items for Guest House,
CUTN- reg.

Ref: Tender No.CUTN/PUR/2025-26/31

Dated: 13.03.2026

I/we wish to register/enroll as vendor for the supply of the following category of items to the Guest House, Central University of Tamil Nadu, Thiruvarur:

Sl.No	Particulars	
1	Name of the Shop/Firm	
2	Address of the Shop/Firm (Proof Should be enclosed)	
3	GST No.	
4	PAN No.	
5.	CATEGORY(S) FOR WHICH APPLIED	
6	Whether the firm has any experience in this field to any Govt Organization.	
	If yes, provide the details	
	If yes, category of items supplied	
7	Any other information	

We have gone through entire content of your “**Tender for Empanelment of Vendors supply of Rice, Oil, Groceries, Fresh Meat and Egg, Vegetables, Fruit and Dairy Products**” under ref Tender No.CUTN/PUR/2025-26/31 **Dated: 13.03.2026** and I/we accept to abide by the terms & conditions mentioned in it fully. Kindly register/enroll ourselves into your vendor list.

Date:

Signature with Seal

NOTE: The application for vendor registering/enrolling should be submitted in your official letter head in the above format.

CENTRAL UNIVERSITY OF TAMILNADU, GUEST HOUSE,

THIRUVARUR- 610005

(Grocery Items) - ANNEXURE I

S.No	Particulars	Required Quantity	S.No	Particulars	Required Quantity
1	Rice – Boiled aashrivaad	312kg	39	Dal- Green moondal	5kg
2	Rice -idly Adukku malli	156kg	40	Dal- Green peas	10kg
3	Rice - Raw	26kg	41	Dal-mysore	2kg
4	Rice – Basmati India gate classic	10kg	42	Dal- Field beans	3kg
5	Rice – Seeraga samba	60kg	43	Dal – Rajma	2kg
6	sugar	50kg	44	Dal – Black Urad	2kg
7	coffee Bru	5kg	45	Masala – Turmeric Cycle	3kg
8	Tea powder - Chakra gold hotel special	10kg	46	Masala – Chili powder sakthi	5kg
9	Oil - Refind fortune	120lit	47	Masala- Coriander sakthi	8kg
10	Oil-gingelly Chakrapani	15lit	48	Masala-Chicken sakthi	2kg
11	Oil – Vanaspati Dalda	10kg	49	Masala-Mutton aachi	1kg
12	Oil –Cocount	10lit	50	Masala-Samber sakthi	5kg
13	Oil-Mustard	2lit	51	Masala-Kulambu aachi	8kg
14	Oil – GheeUdhayakrishna	10lit	52	Masala- Jeera sakthi	2kg
15	Flour – Atta aashrivaad	30kg	53	Masala- Pepper sakthi	2kg
16	Flour – Maida Naga	10kg	54	Masala - Garam masala sakthi	3kg
17	Flour- Gram Naga	10kg	55	Chaat masala everest	1kg
18	Flour – Rice Naga	5kg	56	Sauce – Tomato Maggi	10No's
19	Flour- Corn	5kg	57	Sauce – Chilly	2No's
20	Rava – Plain Naga	15kg	58	Sauce - Soya	2 No's
21	Rava – Wheat Naga	5kg	59	Crystal salt	10kg
22	Vermichilly – Plain Anil	50pkt	60	Mass powder-MTR	1kg
23	Vermichilly- Ragi Anil	10pkt	61	Pappad –Plain Popular	10 Pkt
24	Vermichilly	5kg	62	Paapad – Masala	5kg
25	Sago-	1kg	63	Nuts- Peanuts	10kg
26	Food colour Bush	5pkt	64	Nuts-Cashewnut	5kg
27	Dal –Toor Udhaiyam	50kg	65	Nuts- Raisins	2kg
28	Dal- Moong Udhaiyam	50kg	66	Seeds- Coriander	2kg
29	Dal- Bengalgram Udhaiyam	25kg	67	Seeds- Melon	1kg
30	Dal – Urad Udhaiyam	75kg	68	Jaggery	3kg
31	Dal- Friedgram Udhaiyam	10kg	69	Salt- Tata	10kg
32	Dal- Channa	20kg	70	Rose water KTR	10 No's
33	Asafetida LG	5kg	71	Karupatti	
34	Spice – Mustard	5kg	72	Cotton Seed	
35	Spice- Pepper	5kg	73	Food Container	5 No's
36	Spice- Cumin	5kg	74	Cover (Carry Bag)	5kg
37	Spice- Fenugreek	2kg	75	Water Cup	20No's
38	Spice- Cinnamon	1kg	76	Tea Cup	25No's

S.No	Particulars	Required Quantity	S.No	Particulars	Required Quantity
77	Spice – Fennel	5kg	112	Paper Plate	25No's
78	Spice- Garlic	20kg	113	Silver Foil	1No
79	Spice- Poppy seeds	3kg	114	Cling Wrap	1No
80	Spice-Kalpaci	1kg	115	Sweet Sombu	If Required
81	Spice- Star anise	1kg	116	Dates	If Required
82	Spice- Nutmeg	1kg	117	Gulab Jamoon Mix	If Required
83	Spice – Cardamom	2kg	118	Hand Glouse	If Required
84	Spice- Cloves	2kg	119	Chef Cap	If Required
85	Spice- Methee	1kg	120	Tea Stainer	2No's
86	Spice- Bay leaf	1/2kg	121	Kaada Thuni	3Meter
87	Red chilly	5kg	123	Bio- Plate (Pakku Mattai)	500No's
88	Vathal	If Required	124	Tissues paper	25Pkt
89	Manathakkali Vathal	1kg	125	Potato Chips	If Required
90	Tamarind	10kg	126	Paper Roll- Big	2No's
91	Pickle – Mango Aachi	5kg	127	Vim powder	20kg
92	Pickle – Lemon Aachi	3kg	128	Steel brash	10No's
93	Vinigar- KTR	10No's	129	Scrub pad	10No's
94	Pickle Garlic Aachi	5kg	130	Vim Bar	35No's
95	Milmekkar	5kg	131	Sesame	100gms
96	Noodles	1kg	132	Waste Cloth	15No's
97	Kuzhal Vagagam	10kg	133	Belching Powder	2Kg
98	Pasta	If Required	134	Biryani Masala	1kg
99	Cheese	If Required	135	Gas Lighter	2no's
100	Cream	If Required	136	Rice Seva	10pkt
101	Honey	If Required	137	Dhonnai	20No's
102	Jam	If Required	138	Wooden Spoon	10No's
103	Bread	If Required	139	Filter Coffee	If Required
104	Milk maid	If Required	140	Sweet corn Tin	If Required
105	Tooty Fruity	If Required	141	Fresh sweet corn	If Required
106	Oats	If Required	142	Thalippu Vadagam	5kg
107	Corn Flakes	If Required	143	Biscuits	If Required
108	Choco Flakes	If Required	144	Toothpick	If Required
109	Gelatin	If Required	145	Salted Pista	If Required
110	Sweet Gova	If Required	146	Salted Badam	If Required
111	Butter	10kg			

Fresh Meat and Egg

S.No	Particulars	Required Quantity
Poultry:-		
1	Chicken	5kg
2	Chicken Boneless	5kg
3	Kaadai	10 Pieces
4	Nattu kozhi	5kg
Sea food:-		
5	Venjaram fish	3kg
6	Pomfert fish	3kg
7	Sankara Fish	3kg
8	Tervally or paarai Fish	3kg
9	Nattu viral fish	3kg
10	Nattu Kendai fish	3kg
11	Crab	3kg
12	Prawn	3kg
13	Sardine or mathi Fish	3kg
Red Meat:-		
14	Mutton	5kg
15	Mutton boneless	2kg
Other:-		
16	Egg	150No's

List of Vegetables & Fruits

S.No	Particulars	Required Quantity	S.No	Particulars	Required Quantity
1	Onion	150kg	27	Pumpkin	10kg
2	Shallot onion	50kg	28	Cabbage	30kg
3	Tomato	150kg	29	Raw Banana	100No's
4	Green Chilly	10kg	30	Potato	50kg
5	Ginger	10kg	31	Mushroom	15 No's
6	Garlic	5kg	32	Capsicum	5kg
7	Corriander leaves	15kg	33	Cucumber	10kg
8	Curry leaves	15kg	35	White pumpkin	20kg
9	Mint leaves	5kg	36	Lemon	25No's
10	Coconut	150 No's	37	Yam	10kg
11	Drumstick	10kg	38	Spinach	40 bunch
13	Carrot	20kg	39	Kovvaikai	10kg
14	Beans	20kg	40	Kothavarangai	10kg
15	Radish	25kg	41	Apple	5kg
16	Avarakkai	10kg	42	Banana	75 No's
17	Cauliflower	50 No's	43	Orange	5kg
18	Chow chow	10kg	44	Guava	3kg
19	Ladies finger	25kg	45	Pomegranate	5kg
20	Brinjal	20kg	46	Water melon	10kg
21	Snake gourd	25kg	47	Musk melon	5kg
22	Bottle gourd	20kg	48	Sweet Lime	2kg
23	Bitter gourd	10kg	49	Pineapple	3kg
24	Ridge gourd	15kg	50	Grapes	1kg
25	Vaalai poo	25 No's	51	Papaya	5kg
26	Banana peppers	25 No's	52.	Seasonal fruits	2kg

Dairy products

S.No	Particulars	Required Quantity
1	Standard Milk	150lit
2	Full Cream Milk	150lit
4	Ice Cream	75No's
5	Curd	5kg
6	Idly Batter	10kg
7	Panneer	10kg
8	Water bottle 1lit(Kinley)	75No's
9	Water bottle 300ml	500 No's

Frozen Food Items

S.No	Particulars	Required Quantity
01.	French fries	5kg
02.	Smiley potatoes	2kg
03.	Veg. Cutlet	100 pieces
04.	Veg. Samosa	150 pieces
05.	Veg. Nuggets	2kg
06.	Frozen sweet corn	10kg
07.	Frozen green peas	10 kg
08.	Veg. Roll	100 Pieces